

# Sales Department

## Bimonthly Tasks for September Weeks 3-4

30 pts - Each department leader needs to show evidence of completion on or before September 27th. Tasks completed early can be turned in and verified at any time. It is the responsibility of each department leader to make sure that this is done. All members of the department will receive the same task points. All late work will be worth 1/2 credit. Assign the below tasks to team members so that you can complete all tasks by the deadline.

### Task 1. Elevator Pitch Scoring (High Priority)

Once you have met with the Vice President of Digital Media and review the top 8 scoring pitches and decide which 1 will represent your company in the National Elevator Pitch competition. Set and film the pitch to meet the requirements for the competition below.

#### Guidelines for submission:

Record a 30-60 second video of a VEI student delivering an elevator pitch for your business. Videos should capture one (max. two) students delivering the pitch to the camera. The pitch should be delivered in a single, unedited take. Videos should not be edited together or produced with effects. This doesn't mean it needs to be filmed on the first take, but there should be no post-production done to the pitch (i.e. don't edit two halves of different takes together). Avoid reading from scripts or cue cards. Please be sure to record the video in a reasonably quiet environment to make it easier for the judges to hear and understand. Avoid recording outdoors or in loud hallways.

**15pts Evidence: Final Pitch submitted and a copy submitted to Canvas**

\_\_\_\_\_ is assigned to this Task

### Task 2. Junior Company Mentorship:

Multiple times each week, check in with junior sales department to see how they are doing with their workload and answer any questions they have concerning their series of tasks. This mentorship will continue throughout the first semester. They will be grading you on your helpfulness and involvement. Those grades will be reported to your teacher to be added to your grades.

**5pts Evidence: Signed by junior Vice President** \_\_\_\_\_ September week 4

### Task 3. Update Sales Teams

Assign a team member to develop four new sales teams for this year. Ask for volunteers to step up and lead the new teams. Meet with those volunteers and draft a new set of sales teams. Have each team come up with a team name and list the employees on each team. The teams will be competing for grade bonuses at the semester grades. These teams will work at both Fountain Valley and San Diego to generate sales and will reset for Bakersfield, LA and Oakland for the second semester.

**10pts Evidence: Updated Sales Team Rosters and Names: Submit in Canvas**

\_\_\_\_\_ is assigned to this Task